

City of Edmonds Employee Permit Parking Program

Employee Permits:

- ◆ Purchase of an Employee Parking Permit will exempt a vehicle from the 3-hour parking limitation in specified areas, if the parking is part of a commute to work.
- ◆ Employee Parking Permits will be good for the hours of 7:00 a.m. to 6:00 p.m., Monday through Saturday (except the old Public Works parking lot at 2nd & Dayton will be Monday - Friday).
- ◆ The cost is \$50.00 each. The permit(s) expire December 31. (Note: The cost is reduced to \$25.00 on or after June 30.)

How to Participate:

- ◆ Application for the Employee Parking Permits must be made by the employer or lead supervisor.
- ◆ The employer must have a current City of Edmonds business license.
- ◆ Payment for the permit may be either from the business or the employee.
- ◆ Permits will be valid on a calendar year basis and are transferable within a business.

Remember:

- ◆ Employee Permit Parking Zones will be identified with signs posted under the normal 3-hour parking signs.
- ◆ Employee Permit Parking EXEMPTS employees from the 3-hour parking limit. Without an Employee Parking Permit, other drivers can park in that zone at any time, but they must adhere to the 3 hour parking limit.
- ◆ Employee Permit Parking will eliminate the need for employees to move their vehicles and will increase available parking for customers.

Chapter 8.51 EDMONDS EMPLOYEE PERMIT PARKING PROGRAM

Sections:

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8.51.010 Purpose.

The purpose of this chapter is to provide more parking to the general public in high demand parking areas by encouraging Edmonds' business owners and employees to park in lower demand parking areas. [Ord. 3564 § 3, 2005].

8.51.020 Definitions.

A. "Employee parking permit" means a permit that authorizes permit employees to park for more than three hours in three-hour parking areas if the parking is part of a commute to work as required by this chapter. The employee parking permit shall not guarantee a parking space, nor shall it exempt the vehicle or operator from observing zones where a party is prohibited at all times, including, but not limited to, no parking zones, load zones, fire zones and all other applicable regulations contained in the Edmonds City Code.

B. "Employee permit business" means a business that is located within the city of Edmonds.

C. "Permit employee" means an owner or employee of an employee permit business.

D. "Temporary employee parking permit" means a permit that authorizes jurors seated for trial at the municipal court of the city of Edmonds to park for more than three hours in three-hour parking areas as provided in this chapter. The temporary employee parking permit shall not guarantee a parking space, nor shall it exempt the vehicle or operator from observing other applicable traffic regulations in state and local laws. [Ord. 3633 § 1, 2007; Ord. 3564 § 3, 2005].

8.51.030 Commute exemption from three-hour parking limits.

A. The three-hour parking time limits for streets identified in subsection (B) of this section shall not apply to motor vehicles that satisfy the following criteria:

1. The motor vehicle displays a current employee parking permit in either of the following ways: (a) hang the permit from the rear-view mirror of the vehicle, or (b) place the permit sticker on the outside of the rear window, upper corner of driver's side; and
2. The motor vehicle is parked in a three-hour parking area identified in subsection (B) of this section; and
3. The motor vehicle initially driven to the parking area was occupied by a person who:
 - a. Is employed by a business that has been issued employee parking permit(s); and
 - b. Is identified in ECC [8.51.040](#) (C)(1); and
4. The motor vehicle is parked while the person identified in subsection (A)(3) of this section is working for the employee permit business that provided the employee parking permit that is displayed in the vehicle; and
5. The motor vehicle is identified in ECC [8.51.040](#)(C)(1); and
6. The motor vehicle is parked in a three-hour parking area between 7:00 a.m. and 6:00 p.m., Monday through Saturday, except for parking in the parking lot for the Edmonds public works division, identified by subsection (B)(15) of this section, at which the motor vehicle is parked between 7:00 a.m. and 6:00 p.m., Monday through Friday.

B. An employee parking permit shall be effective in the three-hour parking areas located along the following streets:

1. Both sides of Edmonds Street from Sunset Avenue to Fifth Avenue North;
2. Both sides of Bell Street from Sunset Avenue to Fifth Avenue North;
3. South side of Bell Street from Fifth Avenue North to Sixth Avenue North;
4. North side of James Street from Sunset Avenue to Third Avenue South;
5. South side of James Street from Sunset Avenue to 250 feet east of Second Avenue South;
6. Both sides of Dayton Street from Sunset Avenue (State Route 104) to Fourth Avenue South except the north side of Dayton Street from Third Avenue South to 150 feet east of Third Avenue South;
7. Both sides of Second Avenue North from Bell Street to Edmonds Street;
8. Both sides of Third Avenue North from Bell Street to a point 265.5 feet north of its intersection with Edmonds Street;
9. Both sides of Fourth Avenue North from Bell Street to Edmonds Street;
10. Both sides of Fifth Avenue North from Bell Street to Edmonds Street;
11. West side of Sixth Avenue North from Dayton Street to Bell Street;
12. East side of Sixth Avenue from Dayton Street to the alley between Main Street and Bell Street;
13. Both sides of Fourth Avenue South from Walnut Street to Dayton Street;
14. The 15 parking spaces located in the northwest corner parking lot for the building located at 200 Dayton Street. In addition, beginning on January 1, 2010, except on Wednesdays and Saturdays, the seven parking stalls numbered one through seven in the southwest corner parking lot for the building located at 200 Dayton Street;
15. Both sides of Howell Way from Fourth Avenue South to Fifth Avenue South;
16. Both sides of Second Avenue South from Dayton Street to its dead end, located south of Alder Street;
17. Both sides of Alder Street between its intersections with Second Avenue South and Third Avenue South; and
18. Both sides of Admiral Way from its intersection with Dayton Street and south thereof to the end of the public right-of-way (approximately 2,300 feet). [Ord. 4066 § 1, 2017; Ord. 3758 § 2, 2009; Ord. 3630 § 1, 2007; Ord. 3564 § 3, 2005].

8.51.040 Issuance of employee parking permits.

A. An owner or the lead supervisor in employee permit business shall be the only person(s) who may acquire employee parking permits for himself or herself and their employees from the Edmonds city clerk.

B. The owner or lead supervisor shall be responsible for distribution of employee parking permits to permit employees employed by the employee permit business. Employee parking permits may be transferred from one employee or owner within an employee permit business to another.

C. Applications for employee parking permits shall be made upon forms provided by the city of Edmonds and shall at a minimum contain the following information:

1. Name and address of all persons who will use the employee parking permits for the three-hour parking exemptions granted by this chapter.
2. Name and address of the employee permit business and the owner or lead supervisor responsible for the application.
3. Employee permit business address.
4. Responses by each person who will be using an employee parking permit to a parking survey issued by the city clerk that will be used to verify the assumptions used to justify this chapter.

D. Employee parking permit application forms shall be signed by the owner or lead supervisor identified in subsection (C)(2) of this section.

E. The issuance of employee parking permits under this chapter shall be contingent upon the payment of a \$50.00 application fee per permit for applications received through June 29th of each calendar year. The application fee for applications received on or after June 30th of each calendar year shall be reduced to \$25.00. Application forms can be updated to reflect changes in the information required by this section so long as no additional employee parking permits are requested.

F. Employee parking permits shall be effective for the calendar year for which they are issued, except that permits applied for after December 1st shall be effective through the subsequent calendar year. [Ord. 3758 § 1, 2009; Ord. 3564 § 3, 2005].

8.51.042 Temporary employee parking permit – Validation required.

A. The administrator of the municipal court of the city of Edmonds shall issue, free of charge, temporary employee parking permits to potential jurors summoned for jury duty at the court. Said permits shall not be valid until they are validated by the administrator on the day of jury duty. Permits shall be valid only for the day on which they are validated.

B. The administrator shall validate only temporary employee parking permits for jurors seated for trial, and shall notify parking enforcement which temporary employee parking permits are validated on any given day when the court is presiding over a jury trial.

C. Temporary employee parking permits shall be valid only in spaces designated for public parking in the public safety building parking lot and in the three-hour parking areas set forth in ECC [8.51.030](#)(B). [Ord. 3633 § 2, 2007].

8.51.045 Employee permit parking fund created.

There is hereby created a special fund to be known as the “employee parking permit fund.” All application fees received by the city pursuant to ECC [8.51.040](#)(E) shall be deposited in this fund. All monies in this fund shall be used solely and exclusively for the administration of the employee permit parking program created by this chapter or for costs associated with parking enforcement in the downtown area or future parking inventories and studies in the downtown area. [Ord. 3564 § 3, 2005].

8.51.050 Unlawful employee permit parking activities and revocation.

A. It shall be unlawful for any person to duplicate and use an employee parking permit for purposes of parking more than three hours in a three-hour parking area and it shall also be unlawful to otherwise use an employee parking permit for purposes of avoiding parking restrictions in any manner not specified by this chapter.

B. The city clerk may revoke the employee parking permit of any person the clerk determines has abused the employee parking program by engaging in unlawful activities specified in subsection (A) of this section. The city clerk’s determination may be appealed by the permit holder to the city council, which shall grant a hearing for the appeal and issue written findings of fact and conclusions of law in support of its decision. A permit holder who has had his or her permit revoked shall be ineligible for reissuance of the permit for a period of one year from the date of revocation. [Ord. 3564 § 3, 2005].

8.51.060 Penalties.

A. Any person who both (1) parks a vehicle for more than three hours in violation of ECC [8.64.060](#) or [8.64.065](#) or any other city ordinance imposing a three-hour parking limit; and (2) displays an employee parking permit as required in ECC [8.51.030](#)(A)(1) without using the parking area as part of a commute to work as specified in ECC [8.51.030](#)(A)(2) to (5) shall have committed a parking infraction subject to the provisions of Chapter [8.48](#) ECC and shall be fined at twice the civil penalty for overtime parking levied under ECC [8.48.215](#).

B. Any person who parks a vehicle in a three-hour parking area for more than three hours with an employee parking permit that the person knows has been duplicated or made to appear to be an employee parking permit shall have committed a parking infraction subject to the provisions of Chapter [8.48](#) ECC and shall be fined a civil penalty of \$50.00. [Ord. 3564 § 3, 2005].

The Edmonds City Code and Community Development Code is current through Ordinance 4195, and legislation passed through September 22, 2020.

Disclaimer: The city clerk’s office has the official version of the Edmonds City Code and Community Development Code. Users should contact the city clerk’s office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.edmondswa.gov/>

City Telephone: (425) 775-2525

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